

# MONROE COUNTY

## JOB DESCRIPTION

<b>Position Title:</b> COORDINATOR		<b>Date:</b> 12-5-05
<b>Position Level:</b> 8	<b>FLSA Status:</b> Nonexempt	<b>Class Code:</b> 8- 51

### GENERAL DESCRIPTION

The primary function of this position involves highly responsible advanced secretarial and administrative work.



### KEY RESPONSIBILITIES

1. \*Compose correspondence for review and signature.
  2. \*Maintain the supervisor's calendar, schedule appointments and make travel arrangements.
  3. Prepare travel vouchers, time sheets, leave requests for Supervisor and work crew.
  4. \*Assists in preparation and monitoring of the annual department budget, track expenditures and prepare reports as necessary.
  5. Answers phone inquiries and screen calls for Supervisor.
  6. Research and prepare special projects as deemed necessary.
  7. Take and transcribe dictation and independently prepares routine letters.
  8. \*Is the System Administrator of MP2 Work Order and Request Link Software Systems for all sections under the Facilities Maintenance Department, which includes system set-up, trouble shooting, training users, etc.
- \* Indicates an "essential" job function.

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

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<b>KEY JOB REQUIREMENTS</b>	
<i>Education:</i>	Vocational or other technical School, certification, training or apprenticeship required beyond high school.
<i>Experience:</i>	2 years to 3 years minimum amount of prior related work experience.
<i>Impact of Actions:</i>	Makes recommendations or decisions which usually affect the assigned department, but may at times affect operations, services, individuals, or activities of others outside of the assigned department.
<i>Complexity:</i>	Varied: Work is complex and varied and requires the selection and application of technical and detailed guidelines. Problems are not easy to identify, but are similar to those seen before. Moderate analytic ability is needed to gather and interpret data where results/answers can be found after analysis of several facts. Solutions can often be found by using methods chosen before in other situations.
<i>Decision Making:</i>	Varied: Supervision is present to establish general objectives relative to a specific project, to outline the desired end product and to identify potential resources for assistance. Independent judgment is required to identify, select and apply the most appropriate of available guidelines and procedures, interpret precedents, and adopt standard methods or practices to meet variations in acts and/or conditions.
<i>Communication with Others:</i>	Requires regular contacts to carry out programs and to explain specialized matters. Also requires continuing contacts with officials at higher levels on matters requiring cooperation, explanation and persuasion or with the public involving the enforcement of regulations, policies and procedures.
<i>Managerial Skills:</i>	Responsible for orienting and training others, and assigning and reviewing their work. May also be responsible for acting in a "lead" or "senior" capacity over other positions performing essentially the same work, or related technical tasks and reporting to a higher level on a formal basis..
<i>Working Conditions/Physical Effort:</i>	Normal office situation. Typically sitting at a desk or table. Intermittently sitting, standing or stooping. Light lifting or carrying 25 lbs. or less. Requires good hearing.
<i>On Call Requirements:</i>	Required to work during emergency situations.

APPROVALS		
<i>Department Head:</i>		
Name:	Signature:	Date:
_____	_____	_____
<i>Division Director:</i>		
Name:	Signature:	Date:
_____		<u>1/26/06</u>
<i>Deputy County Administrator:</i>		
Name:	Signature:	Date:
<u>Deborah Frederick</u>		<u>1/31/06</u>

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On this date I have received a copy of my job description relating to my employment with Monroe County.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_